

<b>Eligibility Overview</b> (E210, E230)	All Periodicals mail must be sorted and may be eligible for a reduced rate if prepared and sorted under additional specific standards.
<b>Rates and Fees</b> (R200)	<p>Rates include addressed piece charge, pound rates (advertising and nonadvertising), and applicable discounts; factors include place of mailing, destination, presort, etc.</p> <p>Carrier Route, 5-digit, 3-digit, and basic rates are available; Outside-County rates apply per E217; In-County rates apply to all eligible in-county copies of other than requester publications.</p> <p>Carrier Route (Outside-County and In-County):</p> <ul style="list-style-type: none"> <li>■ Basic Carrier Route: six or more addressed pieces sorted in carrier route packages, prepared in line-of-travel or walk-sequence and placed in carrier route, 5-digit carrier routes, or 3-digit carrier routes trays.</li> <li>■ High Density: carrier route pieces prepared in walk sequence with necessary density (125 pieces or more to single carrier route). For In-County rate, density requirement may be based on either 125 pieces or 25% of total active deliveries per carrier route.</li> <li>■ Saturation: carrier route pieces prepared in walk sequence with necessary density (90% residential or 75% total deliveries) (M050).</li> </ul> <p>5-Digit: Six or more addressed pieces sorted in 5-digit packages, placed in 5-digit trays.</p> <p>3-Digit: Six or more addressed pieces sorted in 5-digit and 3-digit packages (L002), placed in 3-digit trays.</p> <p>Basic: Six or more addressed pieces sorted in 5-digit, 3-digit, ADC (L004), or mixed ADC packages and placed in ADC and mixed ADC trays.</p> <p>Destination entry discounts (DDU, DSCF, and DADC) have additional standards (E250).</p> <p>Not all presort levels may be claimed in combination with destination entry discounts.</p> <p>Ride-Along rate available for items eligible as Standard Mail (E260).</p>
<b>Addressing</b> (E230)	<p>Carrier route: carrier route information updated using CASS-certified process or another AIS product containing carrier route information within 90 days before mailing.</p> <p>A certified process used at least once a year to ensure accuracy of 5-digit ZIP Codes for other than carrier route pieces.</p>
<b>Characteristics and Content</b> (C050, C200)	<p>See Quick Service Guide 200.</p> <p>Shape: rectangular.</p> <p>Dimensions:</p> <ul style="list-style-type: none"> <li>■ Minimum: 3-1/2 inches high, 5 inches long, and 0.007 inch thick.</li> <li>■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 1/4 inch thick.</li> </ul>
<b>Deposit</b> (D200)	Only at authorized original and/or additional entry post office(s), unless authorized exceptional dispatch under D210.
<b>Mail Preparation and Sortation</b> (M210, M220)	<p>See pages 2 and 3 for presort.</p> <p>Documentation:</p> <ul style="list-style-type: none"> <li>■ Postage statement: Form 3541, <i>Periodicals One Issue or One Edition</i>.</li> <li>■ Supporting documentation: required by rates claimed, including marked copy. Documentation generated by PAVE-certified software or printed in standardized format.</li> </ul> <p>Packages for individual carrier routes must be prepared with facing slips under M020, optional endorsement lines under M013, or carrier route information lines under M014.2.0.</p> <p>1-foot or 2-foot trays used where appropriate (e.g., when there is enough mail to fill a 2-foot tray, a 2-foot tray must be used).</p> <p>See reverse for pink tray label Line 2 information.</p> <p>Use 2-inch pink tray labels (M031).</p> <p>Trays sleeved and strapped (M033). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.</p>
<b>Postage and Payment Methods</b> (P200, P950)	Advance deposit account(s) at original and each additional entry post office, unless authorized under Centralized Postage Payment (CPP).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

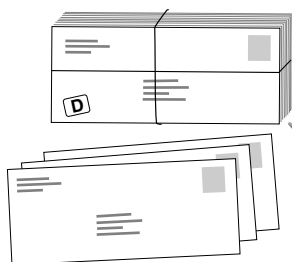
## Packaging and Traying Sequence (M210.3)

See next page for carrier route preparation.

**5-Digit (Required)**

**Packages:** Packaging not required in full trays. Pieces must be packaged if 6 or more pieces to same 5-digit ZIP Code; fewer than 6 pieces in a package not permitted. See M210 for optional firm packages.

**Labels:** Red Label D or optional endorsement line (OEL).



**Trays:** Required at 24 pieces; optional with one 6-piece package.

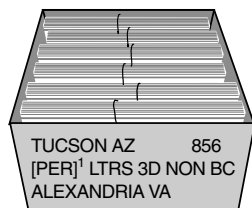
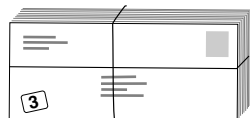
**Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "LTRS 5D NON BC."

**Rate:** 5-Digit

**3-Digit (Required)**

**Packages:** Pieces must be packaged if 6 or more pieces to same 3-digit ZIP Code prefix; fewer than 6 pieces in a package not permitted.

**Labels:** Green Label 3 or OEL.



**Trays:** Required at 24 pieces; optional with one 6-piece package. One less-than-full tray must be prepared for any remaining packages for each 3-digit ZIP Code prefix of SCF serving entry post office.

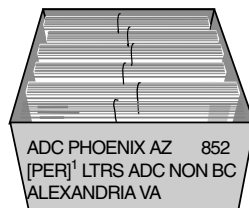
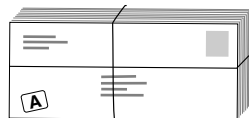
**Labels:** For Line 1, use L002, Column A; for Line 2, "PER" (or "NEWS") and "LTRS 3D NON BC."

**Rate:** 3-Digit

**ADC (Required)**

**Packages:** 6 or more pieces to same ADC (L004); fewer than 6 pieces in a package not permitted.

**Labels:** Pink Label A or OEL.



**Trays:** Required at 24 pieces; optional with one 6-piece package.

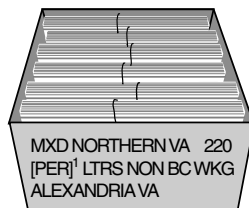
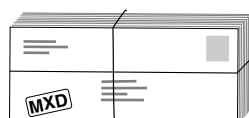
**Labels:** For Line 1, use L004; for Line 2, "PER" (or "NEWS") and "LTRS ADC NON BC."

**Rate:** Basic

**Mixed ADC (Required)**

**Packages:** Any remaining pieces must be packaged in mixed ADC packages.

**Labels:** Tan Label MXD or OEL.



**Trays:** Required, no minimum for any remaining packages; only one less-than-full tray permitted.

**Labels:** For Line 1, use MXD, followed by origin facility in L004; for Line 2, "PER" (or "NEWS") and "LTRS NON BC WKG."

**Rate:** Basic

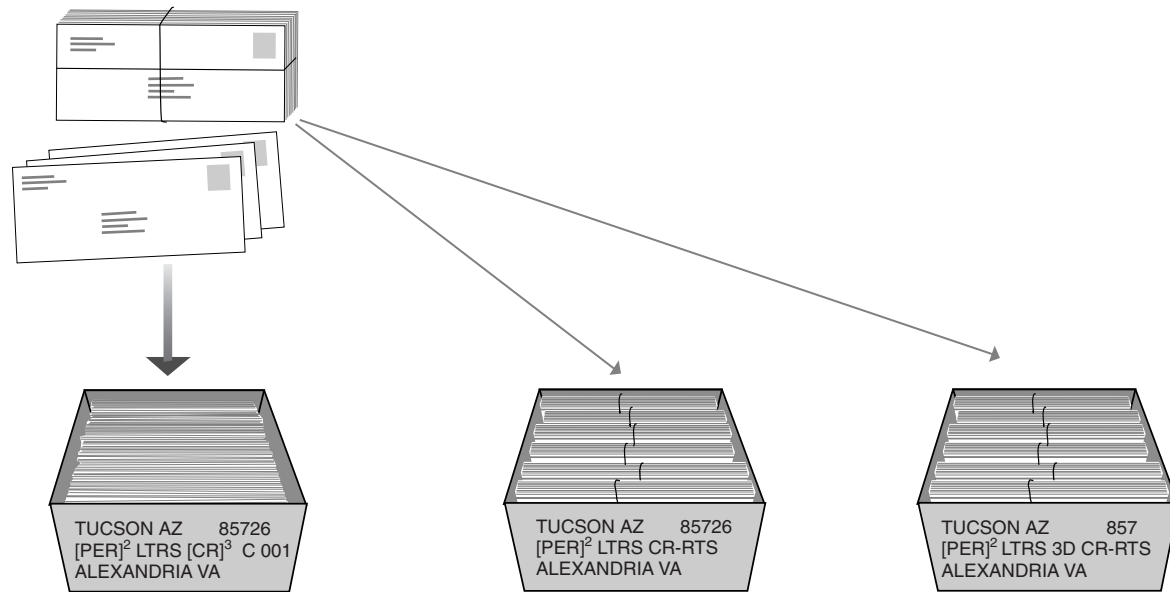
1. Use "NEWS" only if issued weekly or more frequently.

## Optional Carrier Route Preparation (M220.3)

**Packages:** Six or more pieces addressed to same carrier route (city route, rural route, highway contract route, post office box section, or general delivery unit) prepared in line-of-travel or walk sequence, must be prepared in packages. Fewer than 6 pieces in a package not permitted. See M220 for optional firm packages.

**Labels:** Facing slip, OEL, or carrier route information line.

**Rate:** Saturation, High Density, Basic Carrier Route<sup>1</sup>

**Carrier Route**

**Trays:** Required at 24 pieces; optional with one 6-piece package.

**Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS"), "LTRS," and route marking as appropriate: for saturation, "WSS" and route type and number; for high density, "WSH" and route type and number; or for basic, "CR" and route type and number.

**5-Digit Carrier Routes**

**Trays:** Required if full tray, optional with one 6-piece package; only one less-than-full tray permitted.

**Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail; for Line 2, "PER" (or "NEWS") and "LTRS CR-RTS."

**3-Digit Carrier Routes**

**Trays:** Optional with one 6-piece package for each of two or more 5-digit areas.

**Labels:** For Line 1, use city, state, and 3-digit ZIP Code prefix shown in L002, Column A; for Line 2, "PER" (or "NEWS") and "LTRS 3D CR-RTS."

1. Basic rate for packages of fewer than 6 pieces.
2. Use "NEWS" only if issued weekly or more frequently.
3. Use "WSS" for Saturation, "WSH" for High Density or "CR" for Basic Carrier Route.

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